

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 51  
MARCH 20, 2013 – WORK SESSIONS**

**Public Works  
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, March 20, 2013, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:**    **Kelly Emerson, Chair**  
   **Helen Price Johnson, Member**  
   **Jill Johnson, Member**

**Staff: Pam Dill**

**Staff Present:**    **Bill Oakes, Director, Jerry Mingo, Dave Bonvouloir, Connie Bowers, Steve Marx, Joe Araucto**

**Others Present:**    **Elaine Marlow, Budget Director**

Record Part 1 @ 00:50

**Add-on**

**Subject/Description: Robinson Property Donation Agreement**

**Attachment:** none

**Discussion:** Bill informed the Board that the closing documents will be before them in the near future. The County's portion is less than \$2,700.00 and will be paid out of Parks REET 1 capital budget.

**Follow up:** The Board directed Bill to look into the possibility of using Conservation Futures Funds to repay the REET 1 expenditure.

**Roads**

**Subject/Description: Annual Certification Report for CRAB**

**Attachment:** Annual Certification

**Action Requested:** Traffic Laws Enforcement Certification 2012; Fish Passage Barrier Removal Certification 2012; Annual Certification 2012.

**Follow Up:** Okay with full Board to move forward to Monday's agenda.

**Subject/Description: Supplemental Agreement No. 1/Consultant Agreement – Perteet; Terry's Corner Phase 4/CRP 11-06; JL 01030-0001**

**Attachment:** Memorandum & Supplemental Agreement No. 1; Consultant Agreement No. PW-1120119

**Action Requested:** Approval of Supplemental Agreement No. 1 – Perteet, Inc.; Terry's Corner Phase 4; Completion Date extended to December 31, 2013.

**Follow Up:** Okay with full Board to move forward to Monday's agenda.

**Subject/Description: Local Agency Agreement (LAA) – Terry's Corner Phase 4; Sunrise Boulevard & SR 532/CRP 11-06; JL 01030-0001**

**Attachment:** Memorandum & WSDOT LAA & Project Prospectus

**Action Requested:** Approval of Local Agency Federal Aid Project Prospectus – WA State Department of Transportation (WSDOT); Project Proposal – widen and resurfacing of North Camano Drive/Terry's Corner, Camano Island; CRP 11-06; Preliminary Engineering-\$55,000 (Federal-\$47,575/County-\$7,425)

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**Follow Up:** Okay with full Board to move forward to Monday's agenda.

**Subject/Description:** Sole Source Resolution – East Camano Dr/Elger Bay Rd/Monticello Dr Intersection Improvement Project; CRP 12-05; JL 01080-0003

**Attachment:** Memorandum, Draft Resolution, Purchase Order, Attachment "A", Site Map & Project Estimate

**Action Requested:** Approval of Sole Source Resolution and Purchase Order No. 7884 – Snohomish PUD No. 1; Relocations of Power Poles and tree trimming; CRP 11-01, East Camano Dr./Elger Bay Rd./Monticello Dr. intersection improvement project. Amount: \$85,501.

**Follow Up:** Okay with full Board to move resolution forward to Monday's agenda.

**Subject/Description:** Petition to Open unopened County Right-of-Way; Gun Club Road; Submitted by the City of Oak Harbor

**Attachment:** Application to perform work on County Right-of-Way & Site Map

**Action Requested:** Petition to Open Unopened County Road Right-of-Way known as Gun Club Road to provide access to the site of a water reservoir.

**Follow Up:** Okay with full Board to schedule for public hearing.

**Solid Waste**

**Subject/Description:** Coupeville Scale Maintenance: Unitec Corporation: PO -\$8,085.00

**Attachment:** Memorandum dated 2/26/13 from Dave Bonvouloir, to BOCC

**Action Requested:** Approval of maintenance, repair and parts replacement for the Coupeville facility's truck scale; Amount: \$8,085.00.

**Follow Up:** Okay with full Board to move forward to Monday's agenda.

**Subject/Description:** Solid Waste Coordinated Prevention Grant Amendment No. 1

**Attachment:** Memorandum & Amendment No. 1 to DOE

**Action Requested:** Amendment No. 1 – WA State Department of Ecology; Coordinated Prevention Grant No. G1200273; Maintain eligibility of collection/recycling of mercury bearing lamps and decrease funding to \$261,602.67.

**Follow up:** Okay with full Board to move forward to Monday's agenda.

**Subject/Description:** Repealing Ordinance for Curbside Recycling

**Attachment:** Draft Ordinance

**Action Requested:** Approval to move forward with public hearing on ordinance repealing Island County Code Chapter 13.04 minimum levels of service for Residential Recycling Collection. Commissioner Price Johnson suggested modifying the last Whereas by inserting the wording "At this time".

**Follow up:** Okay with full Board to schedule ordinance for public hearing, with the suggested change, on April 22, 2013 @6:15 p.m.

**Commissioners Agenda  
Summary Minutes**

The County Commissioners met during Work Session on Wednesday, March 20, 2013 at 9:30 and 10:35 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

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**County Commissioners:**      **Kelly Emerson, Chair**                      **Staff: Pam Dill**  
   **Helen Price Johnson, Member**  
   **Jill Johnson, Member**

**Others Present:** Elaine Marlow, Budget Director

Record Part 1 @ 33:00

**Subject/Description:** Consider application for the Joint Administration Board

**Attachments:** yes

**Action Requested:** The Board considered the applicant for vacancy on the Joint Administration Board (JAB).

**Follow up:** Okay with full Board to move recommendation forward to Monday's agenda.

**Subject/Description:** Consider application for the Conservation Futures Citizens Advisory Board (CAB) and resignation letter

**Attachments:** yes

**Action Requested:** The Board considered the applicant for vacancy on the Conservation Futures Citizens Advisory Board (CAB).

**Follow up:** Okay with full Board to move recommendation forward to Monday's agenda.

**Subject/Description:** Proclamation acknowledging and recognizing the Centennial of the Washington State Parks and Recreation system

**Attachments:** yes

**Action Requested:** Resolution acknowledging and recognizing the Centennial of the Washington State Parks and Recreation system.

**Follow up:** Okay with full Board to move forward to Monday's agenda.

**Subject/Description:** Monday meetings

**Attachments:** yes

**Action Requested:** Resolution changing the schedule of Monday Regular Meetings of the Board of County Commissioners. The proposed Resolution changes the start time of the Commissioners' meeting held on the fourth Monday from 2:00 p.m. to 6:00 p.m.

The following changes to the resolution were approved:

~~When possible, public hearings will be held on the fourth Monday meeting beginning at 6:00 p.m.~~ Except as required by state law or an emergency, public hearings on matters with significant impact shall be held on the fourth Monday meeting.

The Board retains the authority to hold Public Hearings on matters that do not have significant impact during one of the first three Monday meetings of each month.

**Follow up:** Okay with full Board to move Resolution forward to Monday's agenda.

Record Part 1 @ 01:33

**Subject/Description:** Tri-care letters

**Attachment:** none

**Action Requested:** Approval to forward letters to legislators regarding change in Tri-care provisions on behalf of the Board of Commissioners and Board of Health.

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**Follow up:** *Commissioner Price Johnson moved to authorize the Chair to sign the letters as proposed. The motion was seconded by Commissioner Johnson and carried unanimously.*

Record Part 1 @ 02:15:44 & Part 2 @ 11:39

**Subject/Description: Marine Resource Committee**

**Attachment: none**

**Discussion:** Commissioner Emerson and Commissioner Johnson agreed to share the duties of attending Marine Resource Committee meetings.

**Human Resources  
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, March 20, 2013 at 9:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Kelly Emerson, Chair  
Helen Price Johnson, Member  
Jill Johnson, Member

**Staff: Pam Dill**

**Staff Present:** Melanie Bacon, Human Resource Director, Anne LaCour

**Others Present:** Elaine Marlow, Budget Director

Record Part 1 @ 41:25

**Subject/Description:** Next steps in Planning Director job posting

**Attachment:** yes

**Discussion:** The Board discussed interim steps for the Planning Department and the interview and hiring process and timeline for the Planning Director position.

*Commissioner Johnson moved to appoint Keith Higman as interim Planning Director until a replacement is found. The motion was seconded by Commissioner Price Johnson and carried unanimously.*

The Board will discuss an increase in pay for Mr. Higman at the April 3, 2013 work session.

Commissioner Emerson requested Melanie Bacon provide executive summaries of the resumes for the Planning Director position to provide to the public.

**Subject/Description: Job Requisitions**

**Attachment:** none

**Action Requested:**

**Health:**

- Director of Health Administration Services, replacement, NR-12 #030/13  
*Commissioner Johnson moved to approve Job Requisition #030/13. The motion was seconded by Commissioner Price Johnson and carried unanimously.*

**Superior Court:**

- Judicial Assistant/Jury Manager, replacement, NR-7, #028/13

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*Commissioner Price Johnson moved to approve Job Requisition #028/13. The motion was seconded by Commissioner Johnson and carried unanimously.*

**Human Services:**

- Substance Abuse Treatment Counselor, temporary replacement, C-11, #029/13  
*Commissioner Johnson moved to approve Job Requisition #029/13. The motion was seconded by Commissioner Price Johnson and carried unanimously.*

**Subject/Description: HR Department credit card**

**Attachment:** Policy regarding issuance and use of credit cards for Official County purposes

**Discussion:** Melanie Bacon discussed the need for a credit card in Human Resources.

**Follow up:** Melanie will research the option of a pre-paid credit card.

**Planning & Community Development  
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, March 20, 2013 at 10:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Kelly Emerson, Chair  
Helen Price Johnson, Member  
Jill Johnson, Member

**Staff:** Pam Dill

**Staff Present:** Bob Pederson, Director, Paula Bradshaw

**Others Present:** Elaine Marlow, Budget Director

Record @ 1:27:13

**Subject/Description: Continued discussion on draft policy for unsafe structures**

**Attachment:** Policy for Dealing with Unsafe Structures and Equipment under the International Fire Code.

**Action Requested:** Approval to move forward with Policy effective March 21, 2013.

**Follow up:** Okay with full Board.

**Subject/Description: Interlocal Agreement with Fire Districts**

**Attachment:** none

**Information:** Interlocal Agreement with Fire Districts to allow them to conduct annual fire inspections is ready for risk and legal review.

**Follow up:** Agreement will come back before the Board following risk and legal review.

**Island County Auditor  
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor on Wednesday, March 20, 2013, at 10:40 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Kelly Emerson, Chair  
Helen Price Johnson, Member  
Jill Johnson, Member

**Staff:** Pam Dill

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**Present:** Sheilah Crider, Auditor, Anne LaCour

**Others Present:** Elaine Marlow, Budget Director

Record @ 1:38:25

**Subject/Description:** Consider bid and award the contract for Official County Legal Newspaper 2013

**Attachment:** yes

**Action Requested:** Award Bid for Official County Legal Newspaper as required under RCW 36.72.075.

**Follow up:** Okay with full Board to move forward to April 1, 2013 agenda.

**Subject/Description:** Ballots

**Attachment:** yes

**Information:** The Auditor plans to evaluate the expense for a vendor to print, assemble and mail ballots.

**Monthly Financial Reports  
From Auditor & Treasurer  
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, March 20, 2013, at 10:50 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Kelly Emerson, Chair  
Helen Price Johnson, Member  
Jill Johnson, Member

**Staff:** Pam Dill

**Present:** Anne LaCour, Tony Lam

**Others Present:** Elaine Marlow, Budget Director

Record @ 01:51:35

**Subject:** Monthly Financial Report

**Attachment:** [MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASUER](#)

**Budget Director/GSA/IT  
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, March 20, 2013, at 11:20 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Kelly Emerson, Chair  
Helen Price Johnson, Member  
Jill Johnson, Member

**Staff:** Pam Dill

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 57  
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**Staff Present:** Elaine Marlow, Budget Director

Record @ 02:21:20

**Subject/Description:** Further discussion revised draft Rules of Order for Conducting Board of Commissioners meetings.

**Attachments:** Draft rules

**Discussion:** Elaine Marlow reviewed the draft rules of order for conducting meetings. The Board agreed to remove the reference to Vice Chair; add language regarding provisions for meeting notices and clarify approval of public requests for presentations.

**Follow-up:** Review revised draft rules at the April 10, 2013 work session.

**Department of Natural Resources**

**Summary Minutes**

Work Session was held between the County Commissioners and the Department of Natural Resources on March 20, 2013 at 1:00 a.m. , in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Kelly Emerson, Chair                      **Staff:** Pam Dill  
                                 Helen Price Johnson, Member  
                                 Jill Johnson, Member

**Staff Present:** Keith Higman, Director, Kerry Graves, Jill Wood

**Others Present:** Elaine Marlow, Budget Director

Record Part 2 @ 00:05

**Add-On**

**Subject/Description:** Public Health Week Proclamation

**Attachment:** none

**Information:** Health with bring forward for the Board's Monday April 1, 2013 agenda a resolution proclaiming April 1 through April 7, 2013 as Public Health Week in Island County.

**Administration**

**Subject/Description:** Recreation & Conservation Office – Ala Spit Restoration Phase 3

**Attachment:** Contract 12-1260P

**Action Requested:** Approval of Contract with WA State Recreation and Conservation Office – Ala Spit Restoration Phase 3. Funds completion of a feasibility study evaluating options for specified Ala Spit section removal and complete a preliminary design for the preferred option to achieve restoration, aesthetic & habitat goals; Contract No. 12-1260P; Amount: \$28,350.

**Follow up:** Okay with full Board to move forward to Monday's agenda.

**Subject/Description:** Puget Sound Partnership – Local Integrating Organization (LIO) for WRIA 5

**Attachment:** Contract 2013-49

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 58  
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**Action Requested:** Approval of Contract with Puget Sound Partnership; Funds second year activities of the Local Integrating Organization (LIO) for Water Resources Inventory Areas (WRIA); Contract No. 2013-49; Contract Amount: \$75,000.00.

**Follow up:** Okay with full Board to move forward following risk and legal review.

**EXECUTIVE SESSION ANNOUNCED**

Chair Emerson announced that the Board will briefly recess then meet in Executive Session at 1:30 p.m. in the Administration Building, Room 218, as allowed under RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment. The Executive Session lasted 20 minutes with no announcement afterwards in open public session.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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Kelly Emerson, Chair

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Helen Price Johnson, Member

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Jill Johnson, Member

ATTEST:

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Elaine Marlow, Clerk of the Board